

# Retention and Classification Report

**Agency:** Uintah County (Utah). County Recorder (1233)

147 East Main  
Vernal, UT 84078  
781-0770

## Records Officer

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**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81499

3

**TITLE:** Abstract records

**DATES:** 1880-

**ARRANGEMENT:** Numerical by section/township/range

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

these large books provide the history of land ownership in Uintah County. They record change of ownership. By statute they are permanent and public (UCA 17-21-1).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81500

3

**TITLE:** Cemetery abstracts

**DATES:** i 1880-

**ARRANGEMENT:** Alphabetical by area name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These volumes record the ownership of cemetery plots.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 317

3

**TITLE:** Federal lien notices index

**DATES:** ca. 1945-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an index to federal tax liens and discharges. It includes name and residence of taxpayer names in tax lien notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-(1995)).

**RETENTION:**

Retain in office permanently after microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently provided microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 317

**TITLE:** Federal lien notices index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 83233

3

**TITLE:** Fee and entry books

**DATES:** 1888-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records reflect the payment of fees for the recording of legal instruments. They contain the amount of fee paid for recording or filing; entry number; book and page recorded; and type of instruments. They are arranged numerically by entry number (UCA 17-21-6(1)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81497

3

**TITLE:** General deeds and miscellaneous records index

**DATES:** 1889-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until Microfilming and then Retain Original in Office..

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81497

**TITLE:** General deeds and miscellaneous records index

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 22522

4

**TITLE:** Mining deeds

**DATES:** 1903-1905

**ARRANGEMENT:** Chronological by date filed

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains deeds which provide the name of the claim, grantors, grantees, location, legal description, date of transfer, and the mining district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 22522

**TITLE:** Mining deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 22523

4

**TITLE:** Mining notices of location

**DATES:** 1903

**ARRANGEMENT:** Chronological by date filed

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 22523

**TITLE:** Mining notices of location

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 83236

4

**TITLE:** Mining records

**DATES:** 1889-

**ARRANGEMENT:** Chronological by date filed

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Mining records contain notices of location which provide the name of claim, locators, locations, legal description, and the mining district; proofs of labor which record the work performed at each mine annually; and deeds which record information affecting the title to the mining property. Until the law changed in 1897 mining districts in Utah had the option of electing their own mining district recorder. Many of the larger districts within Utah chose to elect their own recorders while claims and other records within smaller mining districts or in unorganized areas were filed with the county recorder. Beginning in 1897, all mining records in the county were filed with the county recorder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 83236

**TITLE:** Mining records

(continued)

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 6138

4

**TITLE:** Mining records indexes

**DATES:** 1887-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These alphabetical indexes for mining records were created by the Uintah County Recorder to facilitate access to the Mining Records. The series provides the instrument number, name of locators or grantors, name of claim or grantee, name of district or location, kind of instrument, when filed, record book, page number and remarks. The indexes contains two sections, the direct and the indirect. The indirect or reverse section is alphabetical by the name of the locator or grantor while the direct section is alphabetical by the name of the claim or grantee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 6138

**TITLE:** Mining records indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 83234

3

**TITLE:** Mortgage indexes

**DATES:** [ca.1948]-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are indexes for mortgages recorded with the county recorder to show a property title as security on a loan. The information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 83234

**TITLE:** Mortgage indexes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 85053

3

**TITLE:** Official plats

**DATES:** 1980-

**ARRANGEMENT:** alphabetical by title of plat

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the official plats recorded by the county recorder by statute. They include: boundary maps, zoning plats, annexation plats, road dedication plats, section breakdown plats, water district plats, sewer district plats, and miscellaneous official plats.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 85053

**TITLE:** Official plats

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 6914

4

**TITLE:** Official records

**DATES:** 1880-

**ARRANGEMENT:** Numerical according to book number, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then RETURN ORIGINAL TO OWNER.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 6914

**TITLE:** Official records

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 22520

3

**TITLE:** Oil and gas leases

**DATES:** 1924-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains oil and gas leases with information pertaining to agreements, names of lessors and lessees, dates, legal description, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 06/09/2008

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81496

3

**TITLE:** Plat map books

**DATES:** 1987-

**ARRANGEMENT:** Numerical by book and page number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 17.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81496

**TITLE:** Plat map books

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81501

3

**TITLE:** Powers of attorney books

**DATES:** 1900-

**ARRANGEMENT:** Numerical by book and page

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2011)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 18.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after Microfilming.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 81501

**TITLE:** Powers of attorney books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 82302

3

**TITLE:** Subdivision maps

**DATES:** 1900-

**ARRANGEMENT:** Alphabetical by letter

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are plat maps for new subdivisions. Before a subdivision is officially created a subdivision plat must be recorded with the county recorder (UCA 10-9-26). These maps show the blocks, lots and streets within the subdivision; square foot measurements; fire hydrants; building lines; power and light lines; dimensions, sections, name of subdivision; owner's and parcel numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

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Microfilm master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical

This retention is based upon UCA 17-21-6, which indicates all official records of the county recorder are both permanent and public records.

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 82302

**TITLE:** Subdivision maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County (Utah). County Recorder

**SERIES:** 17196

3

**TITLE:** Tax sale records

**DATES:** 1880-

**ARRANGEMENT:** Chronological, thereunder numerical by taxing district

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

these are a summary of annual assessments and payments on delinquent property taxes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public